

# **Welcome To The Fort Eustis Passport Section**

**PASSPORT APPLICATION PROCEDURES**

**BLDG 662 ROOM 204**

**FOR INFORMATION & APPOINTMENT, CALL MRS.  
MARTIN 878-0925**

**PLEASE NO WALK INS, PLEASE CALL FOR  
APPOINTMENT**

# IMPORTANT FORMS

- FORM DSP-11 (APPLICATION FOR PASSPORT) DD FORM 1056 (AUTHORIZATION TO APPLY FOR A "NO-FEE" PASSPORT AND/OR REQUEST FOR VISA) MAY BE FOUND ON FORM FLOWPROOF OF CITIZENSHIP- ACCEPTABLE ITEMS ARE A BIRTH CERTIFICATE WITH RAISED SEAL AND FILING DATE OR A US PASSPORT (CAN BE EXPIRED). **CANNOT USE BIRTH CERTIFICATE FROM THE HOSPITAL MUST BE FROM THE STATE.** ORIGINAL BIRTH CERTIFICATE IS SENT TO THE STATE DEPT, IT WILL BE RETURNED WHEN PASSPORTS ARE RECEIVED. TWO PASSPORT PHOTOS (TAKEN AT THIS OFFICE) ORDERS (NEEDED AT TIME OF PICKUP, BUT NOT NEEDED TO APPLY) - FAMILY TRAVEL/TDY/PCS



# PROCEDURES

- Fill out items 1-22 on FORM DS-11 (SEE WEB SITE [WWW.TRAVEL.STATE.GOV](http://WWW.TRAVEL.STATE.GOV)) **PLEASE ENTER THE FOLLOWING INFORMATION IN BLOCK 13:** IN CARE OF MRS. MARTIN, 662 SHEPPARD PLACE, FORT EUSTIS VA 23604\_
- Fill out the following items on DD FORM 1056, (6,-9a, b, c, 11,12,14,15 and 17. This form will be typed by this office later.
- Children 14 & over must be present and have Dependent ID CARD.

# CONT. PROCEDURES

- **MAKE SURE ALL FORMS ARE COMPLETELY FILLED OUT BEFORE APPOINTMENT DATE.**
- CALL MRS. MARTIN, 878-0925, FOR AN APPOINTMENT TO REVIEW
- AND SIGN THE APPLICATION AND TO HAVE YOUR PASSPORT PHOTOS MADE. **IT TAKES APPROXIMATELY 6 TO 8 WEEKS TO GET A PASSPORT BACK FROM THE STATE DEPARTMENT; AN EXTRA 2 WEEKS IF A VISA IS NEEDED. PLEASE PLAN YOUR TRIP ACCORDINGLY AND BE MINDFUL OF THE TIME.**